

Martin Luther King Community Center
United Way of Central Indiana Great Families 2020 Initiative Sub-grantee
Request for Qualifications

Issue Date: November 17, 2017
Due Date: Friday December 1, 2017 by 6:00 p.m.

1. Background – Great Families 2020 is a five-year initiative to improve family stability for vulnerable children and their parents living in five neighborhoods in Indianapolis. Great Families 2020 is modeled from the promising practice of the “Two Generation” approach, where neighborhood networks in education, financial stability and health services are integrated to serve the whole family. This is a federally funded effort by the Corporation for National & Community Service (CNCS) through the Social Innovation Fund (SIF). United Way (Federal Award Number: 16SIHIN001 and CFDA No: 94.019) received a subaward of \$7 million to implement the initiative by contracting with local not-for-profit entities. More information regarding Great Families 2020 can be found on the United Way of Central Indiana website: <http://www.uwci.org/great-families-2020>
2. Martin Luther King Community Center, as subgrantee of the United Way of Central Indiana’s Great Families 2020 initiative, is seeking a partner to provide data analysis and reporting services to support the work of the staff in effectively communicating the work of the Center. Specifically, this position supports the 21st Century Community Learning Center and Great Families 2020 grant funded projects as well as communications and fund development activities.

We seek a person with a data analysis background who can interact discreetly and effectively with MLK Center staff and partners on issues related to family economic success and student academic success outcomes. This contractor will report to the MLK Center Executive Director.

3. The deadline for submission is Friday, December 1, 2017, by 6:00 p.m. Please submit electronically to the contact listed below.
4. Funds available: The MLK Center has budgeted up to \$30,000 for a 12-month period for these services. Approximately 50% of the time will be related to Great Families 2020. The other 50% of the time is dedicated to other agency grant funded programs as well as communications and fund development activities.
5. Scope of Work:
 - a. Planning and Organization
 - i. Review current data collection systems and methods to identify gaps in best practices;
 - ii. Develop Data Action Plan for the organization to effectively collect, track,

- analyze and report on data outcomes for the entire organization;
 - iii. Work collaboratively with team members from United Way, Public Policy Institute, Polis Center and MLK Center staff to ensure system for accurately collecting and reporting of data;
 - b. Maintenance and Reporting
 - i. Conduct quality assurance checks of all data on a regular basis;
 - ii. Produce regular reports (monthly or quarterly) on demographic and outcome data;
 - iii. Follow up as necessary with program staff to understand data anomalies;
 - iv. Produce ad-hoc reports as needed to fulfill requests from agency leadership team, funders, partners, etc.
 - v. Attend, participate in and represent the MLK Center in meetings organized by project funders with data specific agenda items
6. Selection Criteria –
- a. Experience working with and sharing confidential client, demographic and program outcome data
 - b. Experience working collaboratively with community based organizations and funding community
 - c. Experience in using relational databases, specifically Efforts to Outcomes (ETO) database, required
 - d. High level of computer proficiency and knowledge of various computer and database software
7. Requested Information - In no more than two (2) pages, using 12 pt font and 1 inch margins, please outline the following information:
- a. Qualifications and experience to meet this scope of work outlined in Section 5.
 - b. Experience providing education and training around data analysis and program evaluation
 - c. Proposed deliverables related to the data action plan, review of data collection and needed reports
 - d. Proposed Fee schedule
 - e. Proposed timeline
 - f. Resume or CV (not included in the two pages)
8. Contact: Please submit responses electronically to Allison@MLKCenterIndy.org by the required deadline of Friday, December 1, 2017 by 6:00 p.m. No phone calls or paper submissions will be accepted.